

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE**

MARY ANNE VOGEL
ACTING CHIEF U.S. PROBATION OFFICER

401 Courthouse Square, Third Floor
Alexandria, VA 22314-5797
(703) 299 2300

**POSITION VACANCY
ANNOUNCEMENT
#09-P016AD**

REPLY TO:
Administrative Services
Second Floor
U.S. District Courthouse
401 Courthouse Square
Alexandria, Virginia 22314
703-299-2300

POSITION: Training Specialist
OPENING DATE: August 24, 2009
CLOSING DATE: Open Until Filled
LOCATION: Alexandria, Norfolk, or Richmond, Virginia
CLASSIFICATION: CL 28
SALARY: Beginning \$54,087 to \$58,476
(Depending on locality)
SALARY RANGE POTENTIAL: \$54,087 (CL 28, Step 1) to
\$95,037 (CL 28, Step 61)
(Depending on locality)
AREA OF CONSIDERATION: All sources
STATUS: Permanent full-time position

The U.S. Probation Office for the Eastern District of Virginia is accepting applications for the position of Training Specialist. The Training Specialist plans, develops, and implements comprehensive training programs responsive to the needs of the Probation Office and has full budget and technical responsibility for the program. The Training Specialist ensures that training complies with the appropriate guidelines, policies, and approved internal controls.

REPRESENTATIVE DUTIES:

Identifies and assesses training needs. Develops individual and Probation Office goals and training requirements. Advises the management team on relevant training for specific positions within the probation office.

Develops training policies and procedures. Audits training programs to ensure they are current and continue to meet the needs of the Probation Office.

Administers orientation programs for new employees. Coordinates new employee training and distribution of training materials and required manuals and guides. Updates orientation programs as required.

Formulates training and lesson plans. Determines and manages Probation Office training funds.

Serves as instructor and/or coordinator. Recruits, selects, supervises, and evaluates those who provide training services. Identifies, plans and arranges logistical support for training (i.e. meeting space, housing, food, equipment, visual aids, and handouts).

Plans meetings/conferences, and seminars as required. Negotiates with vendors for meeting space and housing facilities.

Determines available Federal Judicial Center and Administrative Office educational services and resources and evaluates appropriateness. Selects and maintains training resources library.

Prepares participant and workshop materials and provides travel information if necessary. Travels as necessary to implement programs.

Tabulates data on programs, participants, costs, and hours as well as statistical information from evaluation forms for training activities. Prepares program evaluation forms and develops summaries from completed forms.

Establishes and maintains training records including participant lists and prepares reports on training activities in response to requests by the Federal Judicial Center and the Chief Probation Officer.

Establishes and maintains network with other district and circuit training specialists. Serves as training liaison and resource person for the Probation Office.

Assists employees in career and self-development planning. Provides supervisors with feedback regarding individual employees' training and development efforts and accomplishments.

Responds to staff requests for training courses and materials. Identifies training needs through surveys, interviews, and meetings with employees.

Publishes the district's quarterly newsletter.

Performs other related duties as required.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS, AND ABILITIES):

TRAINING:

Extensive knowledge of training resources, policies, procedures, practices, and standards. Extensive knowledge of training design and layouts. Skill in working with managers on training requests. Skill in developing presentation materials and training aids. Skill in planning, organizing, and managing logistics and maintaining training records.

Extensive knowledge of adult learning theories, needs assessment techniques, career development theories and techniques, and online learning methods. Skill in facilitating discussions and learning exercises with individuals and groups. Ability to analyze needs and problems and recommend solutions. Ability to learn and convey new material to individuals and groups. Ability to work independently with minimal direction or management oversight. Ability to anticipate and respond to changing priorities and the ability to multi-task.

Skill in recommending training initiatives to management and supervisors. Skill in creatively presenting ideas and information. Skill in strategic planning for short-term and long-term training programs. Skill in listening and coaching. Skill in developing lesson plans and training schedules.

MEETING/CONFERENCE/SEMINAR PLANNING:

Knowledge of procurement procedures, guidelines, policies, practices, and protocols used within the court unit. Knowledge of general government procurement policies and procedures. Knowledge of Federal travel laws, rules, regulations pertaining to official travel. Ability to coordinate arrangements for speakers and facilitators. Ability to resolve a variety of logistical problems/demands required for meeting/conference/seminar support. Skill in preparing training materials, exhibits, records, and related program information.

PROBATION OFFICE OPERATIONS:

Knowledge and understanding of Probation Office structure and operations. Knowledge of the *Guide to Judiciary Policies and Procedures*, and of internal controls guidelines.

JUDGMENT AND ETHICS:

Knowledge of and compliance with *The Code of Conduct for Judicial Employees* and confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Ability to apply complex policies when making decisions.

WRITTEN AND ORAL COMMUNICATION/INTERACTION:

Ability to communicate effectively (orally and in writing) with management, staff, vendors, and facilitators. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to make presentations to groups. Ability to interact tactfully with a wide variety of people. Ability to edit and format newsletter material provided by staff.

INFORMATION TECHNOLOGY AND AUTOMATION:

Knowledge of applicable training software and web based applications. Skill in the use of automated equipment including word processing, presentation, and database applications. Skill in preparing Power Point presentations.

REQUIRED EDUCATION/EXPERIENCE: Completion of a bachelor's degree from an accredited college or university and 2 years of specialized experience, including at least 1 year equivalent to work at the CL 27 level.

Specialized experience includes progressively responsible experience that is in, or closely related to, the work of this position, that has provided the particular knowledge, skills, and abilities to successfully perform the duties of this position.

An incumbent lacking the required 2 years of specialized experience may be hired at the CL 27 level until the required experience is obtained.

BENEFITS MAY INCLUDE: A minimum of 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first 3 years of service, 20 days per year after 3 years of service, and 26 days per year after 15 years of service; paid sick leave in the amount of 13 days per year; and, optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Group Life Insurance, Flexible Benefits, Commuter Benefits, and Long Term Care Programs.

CONDITIONS OF EMPLOYMENT:

- 1) Applicants must be citizens of the United States and have no criminal record.
- 2) Tests to determine level of skills will be given to all candidates interviewed.
- 3) Final candidates will undergo a local background investigation with law enforcement agencies, as well as a check of financial and credit records.
- 4) Employment is contingent upon outcome of a favorable OPM

background investigation. The candidate selected will be hired provisionally pending the outcome of this investigation. An unsatisfactory background investigation may result in termination of employment.

- 5) The candidate selected may be required to reimburse the Probation Office the cost of their training should they terminate employment within 2 years.
- 6) Employees of the U.S. Probation Office are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- 7) Mandatory Direct Deposit participation for payment of salary.
- 8) Employees of the U.S. Probation Office are covered by the Court Personnel System and are Excepted Service appointments.

APPLICATION PROCESS:

APPLICANTS MUST SUBMIT A LETTER OF INTEREST WHICH ADDRESSES THEIR KNOWLEDGE, SKILLS, AND ABILITIES AS THEY APPLY TO THIS POSITION, A COMPLETED STANDARD FORM 171 (SF-171), AND A RESUME TO:

U.S. Probation (HR #09-P016AD)
401 Courthouse Square
Alexandria, Virginia 22314-5797

Applicants who submit incomplete packages may not be considered. The SF-171 may be requested via telephone at 703-299-2316 or obtained on line at:

<http://www.vaep.uscourts.gov/>

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

The U.S. Probation Office will not pay for any relocation or interview expenses.

2009

**THE UNITED STATES PROBATION OFFICE IS AN
EQUAL OPPORTUNITY EMPLOYER**